

CARSON CITY LIBRARY BOARD OF TRUSTEES (LBOT)
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A regular meeting of the Carson City Library Board of Trustees was scheduled for 5:30 p.m. on Wednesday, December 1, 2021 in the Community Center Robert “Bob” Crowell Board Room, 851 East William Street, Carson City, Nevada.

PRESENT: Chairperson Julie Knight
Vice Chair Nicholas Cranston
Trustee Beth Lucas
Trustee Elizabeth Markle

STAFF: Tod Colegrove, Library Director
Joy Holt, Department Business Manager
Ermal Reinhart, Access Services Manager
Jason Woodbury, District Attorney
Danielle Howard, Public Meetings Clerk

NOTE: A recording of these proceedings, the Library Board’s agenda materials, and any written comments or documentation provided to the Clerk during the meeting are part of the public record. These materials are available for review, in the Public Meetings Division of the Carson City Clerk’s Office, during regular business hours. For minutes and audio recordings of this Board’s meetings, please visit www.carson.org/minutes.

I. CALL TO ORDER - ROLL CALL

(5:33:27) – Chairperson Knight called the meeting to order at 5:33 p.m. Roll was called; a quorum was present. Trustee Nichols was absent for this meeting.

II. PUBLIC COMMENT

(5:33:55) – Chairperson Knight entertained public comments; however, none were forthcoming.

III. FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING

III.a FOR POSSIBLE ACTION – APPROVAL OF MINUTES OF PREVIOUS MEETING (OCTOBER 28, 2021).

(5:34:23) – Chairperson Knight introduced the item and entertained comments and/or a motion.

(5:34:46) – **MOTION:** Trustee Markle moved to approve the October 28, 2021 meeting minutes as presented. Trustee Lucas seconded the motion. The motion carried 4-0-0.

IV. INFORMATION ONLY – FRIENDS OF THE CARSON CITY LIBRARY REPORT

IV.a FRIENDS OF THE CARSON CITY LIBRARY REPORT (FRIENDS OF THE LIBRARY REPRESENTATIVE) THE FRIENDS OF THE CARSON CITY LIBRARY IS A NON-PROFIT GROUP THAT GENERATES FUNDS FOR THE PUBLIC LIBRARY THROUGH BROWSER’S CORNER BOOKSTORE AND OTHER FUNDRAISERS. THERE WILL BE AN OVERVIEW OF FUND GENERATION ACTIVITIES DISCUSSED SINCE THE LAST REPORT.

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(5:35:06) – Chairperson Knight introduced the item. Dr. Colegrove indicated that a representative was not present, and the Board acknowledged the Friends of the Carson City Library/Browsers Corner Report, which is incorporated into the record.

V. FOR POSSIBLE ACTION – LIBRARY BOARD OF TRUSTEES BUSINESS

V.a FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE SUBMISSION OF A \$7,858 GRANT APPLICATION TO THE FY 2021 STATE COLLECTION DEVELOPMENT GRANT PROGRAM AVAILABLE FROM THE NEVADA STATE LIBRARY, ARCHIVES, AND PUBLIC RECORDS (NSLAPR).

(5:36:17) – Chairperson Knight introduced the item, and Dr. Colegrove referenced the agenda materials.

(5:37:34) – Chairperson Knight entertained Trustee questions, and Dr. Colegrove and Ms. Holt responded to clarifying questions. Based on Dr. Colegrove’s suggestion, Trustee Markle was in favor of advocating on behalf of the Library to raise the amount of funds by writing a letter to the State of Nevada Department of Administration Director, since smaller libraries were likely being granted less funds than the Carson City Library. She stated that getting “local libraries to continue to press their constituents or their advocates in the Legislature, I think that holds some weight.” Discussion ensued on the matter, during which Ms. Holt mentioned that rallying and gathering of librarians and libraries across the State to speak with Representatives and Senators has worked significantly in the libraries’ favor before. Trustee Markle added that “I’ve long believed that there’s a significant connection between public libraries and public education, and the State keeps talking about the need for more funding at the public education level, but they don’t seem to understand that the public libraries can be an essential component of the public education enhancement for the State.” Dr. Colegrove agreed with Trustee Markle’s input and indicated that Staff could draft a letter for the Trustees’ consideration. He also suggested that the Nevada Library Association rally libraries around the State to present the matter to the Legislature in order to give the Legislature the opportunity to support the State’s public libraries. Chairperson Knight commented that the matter requires more commitment in terms of an advocacy effort than just the letter, which she viewed as “step one.” The consensus among the Trustees was to agendaize an item for the January 2022 LBOT meeting regarding an advocacy effort to increase the grant funds awarded to public libraries, and Chairperson Knight agreed to contact the Nevada State Library, Archives and Public Records.

(6:00:10) – MOTION: Trustee Markle moved to approve and confirm the State Collection Development Grant Program application as presented. Vice Chairperson Cranston seconded the motion. The motion carried 4-0-0.

V.b FOR POSSIBLE ACTION – PRELIMINARY DISCUSSION AND POSSIBLE ACTION REGARDING NEXT STEPS TO IMPLEMENT THE OF THE LIBRARY STRATEGIC PLAN.

(6:00:50) – Chairperson Knight introduced the item and entertained Trustee input. Trustee Markle strongly believed that the Board should engage the community and make sure that the community knows about the Strategic Plan and understands how it can be implemented and “enhance the stature of the Library.” She wished to see a two- to five-page document that is simple, colorful, eye-catching, easily understood, concise, compact, and can be used in a variety of ways including on a webpage, posters at the Library, and/or handouts when books are checked out. She explained that the Library is dependent on the community, and the community should know that the Library is

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actively working for them. Trustee Markle also wished to see measurable short-term and long-term outcomes. Chairperson Knight requested some examples from Trustee Markle. No formal action was taken on this matter.

V.c FOR POSSIBLE ACTION: PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING ENTRY OF THE LIBRARY INTO THE SUSTAINABLE SHELVES USER AGREEMENT WITH BAKER & TAYLOR, A LIBRARY VENDOR AND DISTRIBUTOR OF PRINT AND DIGITAL BOOKS.

(6:09:08) – Chairperson Knight introduced the item. Ms. Holt recognized the Library’s longtime Collection Development staff member Rachel March for taking an active role in “spearheading” the referenced project with Baker & Taylor and looking for alternatives for recycling and disposing of books. She provided some background on the item and referenced the agenda materials. She and Mr. Reinhart also responded to clarifying questions.

(6:16:42) – Trustee Markle commented that the process of preparing the weeding list and pulling and separating the books for the service can be difficult. Ms. Holt indicated that the process is simple and easy, though it can be time-consuming, and she commented that it was an “excellent alternative to throwing [the books] out.” She also believed that the project is “so well-aligned with our sense of sustainability.” Trustee Markle believed that recycling the old books is a “great idea.” Dr. Colegrove added that the process for the project was being incorporated into the process that Library staff already use so it would not add significant work to their day-to-day workload.

(6:25:39) – Dr. Colegrove explained that the intentions behind the item were to make sure that the Board was comfortable with the Library entering into the agreement with Baker & Taylor, and it might be an ideal opportunity to “cement the bond between the Board and the Friends [of the Carson City Library] should Trustee Markle want to bring the news to the Friends and see if they wanted to opt in.” No formal action was taken on this item.

V.d FOR POSSIBLE ACTION – PRESENTATION, DISCUSSION AND POSSIBLE ACTION ON CARSON CITY LIBRARY CALENDAR 2022, WITH HOLIDAY AND STAFF DEVELOPMENT CLOSURES.

(6:27:00) – Chairperson Knight introduced the item. Dr. Colegrove indicated that the proposed 2022 Carson City Library Calendar, which is incorporated into the record, was the product of the Library management team, and Mr. Reinhart presented the Calendar. He and Dr. Colegrove also responded to clarifying questions.

(6:33:39) – Chairperson Knight suggested making note of or adding to the Calendar the various other nationally-recognized weeks similar to National Library Week as well as using National Library Week to engage in some concerted advocacy. Dr. Colegrove stated that it may be appropriate to add any potential advocacy dates to the Calendar to keep the Trustees notified and give them “the opportunity to suggest that the Library may want to bring some additional signage on the website or for the conversation about how we might move forward more publicly as a team, both the Library and the Board, to join hands publicly and in an advocacy effort.” He offered to identify some “key dates,” such as Banned Books Week.

(6:38:00) – Vice Chairperson Cranston was in favor of highlighting the forms of literature and “special considerations” for different uses of the Library. Ms. Holt noted that the Library also promotes various celebratory periods, including Poetry Week, Native American Heritage Month, and Women’s History Month, which she explained is done with “a lead-in and fairly consistent reminders” on social media and the Library website.

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(6:42:00) – MOTION: Vice Chairperson Cranston moved to approve the proposed 2022 Carson City Library Calendar as presented. Trustee Lucas seconded the motion. The motion carried 4-0-0.

VI. INFORMATION ONLY – LIBRARY DIRECTOR REPRESENTATIVE ADMINISTRATIVE REPORTS

VI.a INFORMATION ONLY – PRESENTATION AND DISCUSSION OF REPORTS CONCERNING ACTIVITIES AND OPERATIONS OF THE LIBRARY SINCE THE PRESENTATION OF THE LAST REPORT.

(6:42:15) – Chairperson Knight introduced the item. Dr. Colegrove thanked Chairperson Knight and the other individuals who participated in the Nevada Day Parade. He reported that between 25 and 30 guests attended the Library’s Turkey Bingo event, which included approximately six or seven families, and each family received a turkey after the Friends of the Carson City Library delivered three extra turkeys. He also mentioned that the first volunteer under the Community Work Experience Program (CWEP) will be in the Library working with Library staff, and he thanked Mr. Reinhart for “pushing the string on that.” Dr. Colegrove entertained questions on the agenda materials; however, none were forthcoming.

VII. INFORMATION ONLY – OTHER ADMINISTRATIVE REPORTS

VIII. INFORMATION ONLY – BOARD MEMBERS’ ANNOUNCEMENTS & REQUEST FOR INFORMATION.

(6:46:37) – Chairperson Knight entertained Trustee announcements and requests for information. In response to Vice Chairperson Cranston’s inquiry regarding the Chromebooks’ security, Mr. Reinhart noted that, according to Google’s support website, it appeared that the Chromebooks’ built-in software prevent people from downloading and installing something, such as malicious software, and the people would have to have the login information from the Library to access and manipulate the contents of the Chromebooks. He clarified that when a person is signed out of an account, the Chromebook “wipes them out,” and he confirmed that the accounts are essentially guest accounts. Mr. Reinhart also confirmed that the Chromebooks and MacBooks have antivirus software installed on them. Vice Chairperson Cranston wished to ensure that regular checks were completed on the computers, and Mr. Reinhart believed that the biggest foreseeable issue would be user error of failing to sign out of the devices.

(6:50:14) – Trustee Markle asked about the progress on obtaining a picnic table/chessboard table for the lawn outside of the Library. Dr. Colegrove indicated that Staff were looking into the matter and that going forward with the Carson City Parks, Recreation, and Open Space Department as well as the cost was a factor he expected “to be pushing the string on” after presenting the preliminary ideas on the matter to the Carson City Board of Supervisors (BOS) in January 2022 with the Trustees’ incorporated input for a formalized request.

(6:52:14) – Chairperson Knight announced her name change for the record.

IX. PUBLIC COMMENT

(6:53:32) – Chairperson Knight entertained public comments; however, none were forthcoming.

X. FOR POSSIBLE ACTION – ADJOURNMENT

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(6:54:01) – Chairperson Knight adjourned the meeting at 6:54 p.m.

The Minutes of the December 1, 2021 Carson City Library Board of Trustees meeting are so approved this 27th day of January 2022.